

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-7046



September 26, 1984

ALL-COUNTY LETTER NO. 84-100

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the July-September 1984 quarter. Included are instructions related to Child Welfare Services and County Services Block Grant, Identification of Social Services Direct Costs, Welfare Fraud Early Detection/Prevention Program, Staff Development - Medi-Cal, and Limitations on Claiming.

The following forms are to be used for the July-September 1984 quarter claim. Forms denoted as revisions will be forwarded to the counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	7/82	DFA 327.7A	10/83
DFA 325.1A	7/81	DFA 327.8	7/84*
DFA 325.2	7/83	DFA 327.8A	7/83
DFA 325.3	7/84*	DFA 327.8B	7/84*
DFA 325.4	7/84*	DFA 327.8C	7/83
DFA 325.4A	7/83	DFA 327.8D	7/84*
DFA 325.4B	7/84*	DFA 403	7/82
DFA 327.1	7/84*	DFA 50	11/82
DFA 327.2	10/83	DFA 419	1/83
DFA 327.3	1/83	DFA 43	1/83
DFA 327.4	7/84*	DFA 46	1/84
DFA 327.5	7/83	DFA 47	7/84*
DFA 327.6	7/84*	DFA 323	7/83
DFA 327.7	7/83	DFA 856	4/82

*indicates revisions this quarter

Child Welfare Services and County Services Block Grant

Counties were notified in All-County Letter (ACL) 84-87 that budget language for Fiscal Year (FY) 1984/85 required that the Social Services allocation be separated into two allocations. One allocation was issued for Child Welfare Services (CWS) and includes funding for Emergency Assistance, Emergency Response, Family Maintenance, Family Reunification and Permanent Placement. A separate allocation was issued for County Services Block Grant (CSBG) programs and includes funding for In-Home Supportive Services (IHSS) Administration, Information and Referral, Protective and Out-of-Home Services for Adults, Staff Development and Optional programs.

As a result, the following claim format changes are effective for the July-September 1984 quarter:

- The Other County Social Services (OCSS) Program has been separated into two components, Child Welfare Services and County Services Block Grant.
- Family Reunification and Permanent Placement - Title IV-E have been relabeled Child Welfare Services - Title IV-E.

Time and costs associated with the Emergency Assistance - Abused, Neglected or Exploited Children Program (EA-ANEC) and the CWS - Title IV-E Program will continue to be reported separately and will flow through the claim separately. However, these program components are included in the CWS allocation.

Counties are reminded that funding for staff development has been included in the CSBG allocation. For the purpose of tracking allocations, it will be necessary to compute the state share of Staff Development costs (DFA 327.6, Column 1, Lines B, C and D) and charge that against the CSBG allocation. Only the state share of Social Services expenditures (DFA 327.6, Column 2, Lines B, C and D) will be applied against the Child Welfare Services allocation.

Any questions regarding allocation control should be directed to the County Administrative Expense Control Bureau at (916) 322-5802.

Identification of Social Services Direct Costs

Effective with the July-September 1984 quarter, program identification for Social Services direct costs are to be shown on the DFA 325.3 as follows:

- IHSS is to be identified in the "Program" column.
- EA-ANEC is to be identified in the "Program" column.
- Child Welfare Services and County Services Block Grant are to be identified by the use of the codes below.

C1 - Emergency Response

C2 - Family Maintenance

C3 - Family Reunification

C4 - Permanent Placement

C5 - Information and Referral

C6 - Out-of-Home Care and Protective Services for Adults

C7 - Optional Services

Note: Items coded C1-C4 are to be combined and carried forward to the Child Welfare Services - Non Title IV-E line on the DFA 327.1. Items coded C5-C7 are to be combined and carried forward to the County Services Block Grant line on the DFA 327.1.

- All other Social Services programs are to be identified in the "Program" column.

Welfare Fraud Early Detection/Prevention Program

ACL 83-112, dated October 28, 1983 instructed those counties with an approved Fraud Early Detection/Prevention Program (ED/PP) plan on the method of reporting time for Welfare Fraud Investigators, District Attorney Investigators, or Eligibility Workers. For those counties affected, administrative costs are to be claimed as follows:

Welfare Fraud Investigators

Time and costs are to be identified on the DFA 327.3, Welfare Fraud Time Study Summary, and the DFA 325.1, Expenditure Schedule and Certification. On the DFA 327.3, costs are to be claimed against either pure AFDC-Federal (Line A); Food Stamps (Line C); or, Federal AFDC/FS (Line D). Costs are then to be distributed throughout the claim as any other fraud related cost.

District Attorney Investigators

Costs are to be reported on the DFA 325.2, Group III, C. Welfare Fraud - Purchase of Services. On the DFA 327.3, costs are to be shown to the appropriate programs in Column 7. The distribution of these costs is to be treated as any other fraud related cost.

Eligibility Workers

Time and costs are to be identified to either ED/PP-AFDC/FG-U or ED/PP - Nonassistance Food Stamps (NAFS) on blank lines of the DFA 323, Eligibility, and Nonservices Time Study Summary; and the DFA 327.2, Eligibility and Nonservices Program Distribution Report. Costs are then to be carried forward to the DFA 327.7, Eligibility and Nonservices, Nonfederal Fund Distribution Report and included in either AFDC/FG-U, Line A, Column 2 or NAFS, Line B, Column 2, as applicable.

The total costs for ED/PP-AFDC/FG-U shown in Column 8 of the DFA 327.2 are to be included on the DFA 327.7A in Part 1, Line A, Column 1.

The AFDC/NAFS Eligibility Worker and Staff Cost Distribution forms, DFA 327.8B and DFA 327.8D, have been revised to reflect Eligibility Worker costs for ED/PP-AFDC/FG-U and ED/PP-NAFS, respectively.

Staff Development - Medi-Cal

The State Department of Health Services (SDHS) has notified the State Department of Social Services (SDSS) of a recent policy change that will impact those counties with a staff development program which directly benefits Medi-Cal. Effective July 1, 1984, the salaries and benefits of trainees attending full-time Medi-Cal training of at least one week will be eligible for reimbursement as a staff development cost.

This change aligns the Medi-Cal staff development requirements with the AFDC requirements outlined in ACL 81-72. All other claiming instructions remain in effect.

Limitations on Claiming

This is to provide counties advance notification of the provisions in Chapter 235, Statutes of 1984 (Assembly Bill 448). This bill establishes an 18 month limitation on the filing of claims for federal and state reimbursement, effective July 1, 1985. This change aligns the state limitations on claiming with the federal limitations.

Section 10604.5 was added to the Welfare and Institutions (W&I) Code and provides that after July 1, 1985, claims for Social Services program (i.e., all welfare programs) administered by the county welfare departments will be reimbursed through federal or state funds by SDSS when submitted during the 18 month period after the end of the calendar quarter in which costs were paid. Claims filed after that time may be paid only if the claim falls within the exceptions set forth in federal law. Those exceptions are outlined in ACL 81-32.

Assembly Bill 448 also amended Section 14153 of the W&I Code to include the federal exceptions for the Medi-Cal program. Counties are reminded that claims for county administrative expenses for the Medi-Cal Program are already subject to the 18 month limitation. The instructions for submitting claims and receiving reimbursement for Medi-Cal activities are contained in ACL 82-100.

In order to provide SDSS sufficient time to process and file claims eligible for federal and state reimbursement during the 1984/85 and 1985/86 fiscal years, prior quarter claims are to be

submitted to the Fiscal Policy and Procedures Bureau (FPPB) in accordance with the schedule below:

<u>Quarter Costs Paid</u>	<u>To FPPB By</u>
October - December 1982	October 15, 1984
January - March 1983	January 15, 1985
April - June 1983	April 1, 1985
July - September 1983	June 30, 1985*
October - December 1983	June 30, 1985*
January - March 1984	September 30, 1985
April - June 1984	December 30, 1985

*Claims submitted after July 1, 1985 will be subject to the 18 month limitation.

Claiming Form Changes

1. DFA 47 - Social Services Time Study Summary and Program Allocation Ratios

Separates Other County Social Services into two components and retitles the Federal Foster Care - Title IV-E subtotal.

Please Note: Add the following information on the DFA 47:

Line H1 - Column 2 - add 1.00000 to represent a subtotal

Line H1 - Column 3 - add . (decimal) to denote a ratio

2. DFA 325.3 - Identification of Social Services Direct Costs

Separates Family Reunification and Permanent Placement.

3. DFA 325.4 - Staff Development Distribution

Retitles the Other County Social Services line to Child Welfare Services - Non Title IV-E and County Services Block Grant.

4. DFA 325.4B - Staff Development Social Services Program Distribution - Part 3

Separates Other County Social Services into two components and retitles Family Reunification and Permanent Placement - Title IV-E to Child Welfare Services - Title IV-E.

5. DFA 327.1 - Social Services Program Distribution

Separates Other County Social Services into two components and retitles the Family Reunification and Permanent Placement - Title IV-E to Child Welfare Services - Title IV-E.

DFA 327.4 - Services Modification Worksheet - Part 1

The reference to "a maximum reimbursable payment" for WIN Child Care has been deleted.

DFA 327.6 - Social Services Fund Distribution Report

Separates Other County Social Services into two components and retitles the Family Reunification and Permanent Placement - Title IV-E line.

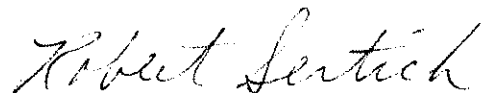
DFA 327.8 - Total Expenditures Fund Distribution Report

Separates Other County Social Services into two components and retitles the Family Reunification and Permanent Placement - Title IV-E line.

DFA 327.8B and DFA 327.8D - Cost Distribution Report

Additional matrices have been added to include Eligibility Worker costs for ED/PP-AFDC/FG-U and ED/PP-NAFS, respectively.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS (8) 485-7046.


ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA